Test Coordinator Monthly Webinar

August 19, 2020

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Test Coordinator Monthly Webinars

- **Details:**
  - **WHO:** district and school test coordinators, special education directors, EL directors, data managers, technology coordinators
  - **WHAT:** As much as possible, webinars will be organized to follow tasks necessary to complete between TC webinars in order to have a successful test administration year.
  - **REGISTRATION:** www.ride.ri.gov/tc
- **Webinar Calendar (Wednesdays at 10:00am) – Save the Dates!**
  - September 16
  - October 21
  - November 18
  - December 16

  - January 20, 2021
  - February 10
  - March 17
  - April 14

  - May 19
  - June 9
  - July 21

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Agenda for August 19, 2020

- **SAT School Day Administration, October 14, 2020**

- **Preparing for 2020-21 State Assessments**
  - Participation in State Assessments
  - Test Coordinator Training Calendar
  - DLM Kite Educator Portal Accounts
  - Assessment Data Systems

- **Updates/Reminders**
  - 2020-21 RISAP Training Calendar released
  - 2020-21 RISAP documents released
  - Score Reports for ACCESS for ELs
  - Return SAT Materials
  - State Assessment Calendar

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Please note:

- **Assessment dates and policies may shift to accommodate changes in response to Covid-19.**

- **The Assessment Team will notify test coordinators of any changes or updates that impact any part of the state assessment system.**

SAT School Day:
October 14, 2020

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Information posted at www.ride.ri.gov/sat and www.ride.ri.gov/tc

- **What:** SAT School Day with Essay, paper test

- **Why:** Many students need SAT scores to complete their college applications.

- **When:** October 14, 2020
  - UPDATE: make-up date has been changed to Tuesday, October 27

- **Who: 12th grade students** *(11th grade during the 2019-20 school year).*
  - Public school students
  - Homeschooled students
  - Students who attended an out-of-state school

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How will RIDE support schools?

FAQ Document: www.ride.ri.gov/tc

- **RIDE:**
  - Provided a student roster of students to College Board on August 14, 2020. If a student is not included on that list, they will bubble in their information on their answer sheet.
  - will pay for any 12th grade student who takes the October 14th SAT with Essay.

- **Schools will:**
  - Ensure enrollment data is accurate in the Enrollment and Special Education Censuses.
  - Handle all administration logistics and test administrator training with College Board.
  - Communicate testing information to students and families.
  - Order materials directly from College Board by September 16.
  - Enter accommodations into SSD Online. Accommodations will carry over from last year with these exceptions:
    - EL 50% extended time – available but need to enter again into EL dashboard.
    - EL Math only – NOT offered because this is not a state assessment.
    - ASL translation – NOT offered because this is not a state assessment.

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SAT School Day, Continued

- **Are students required to take the SAT in October?**
  - *Keeping in mind that the October administration of the SAT with Essay is not a replacement for the assessments that were cancelled,* RIDE expects schools to administer the SAT with Essay to all eligible 12th grade students.
- **Will scores be used for accountability?**
  - Scores will not be used for the achievement and exceeds expectations measures.
  - Scores will count for the Commissioner's Seal measure for any students who meet the college and career readiness benchmark.
- **Do students have to pay for it?**
  - No. RIDE will pay for any 12th grade student who takes the October 14, 2020 SAT with Essay, including homeschooled students and students in out-of-state schools.
- **Can juniors take the SAT in October rather than in April 2021?**
  - No. The October 14th date is NOT a substitute or replacement for the 2021 state assessment schedule for PSAT 10 or RI SAT School Day.

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UPDATE: College Board changes in procedures to accommodate social distancing and other health and safety issues.

(Email from College Board sent July 30)

- **Revised administration dates/options to test across multiple dates:** Schools can take advantage of multiple test administration dates to reduce the number of students reporting to school on a single test date (use the make-up date as a second administration date).

- **Flexible start times:** Schools can stagger arrivals and dismissals to be certain they have ample space and staffing.

- **Off-site testing:** Schools can use this option to utilize multiple locations to spread students out and allow for more distance between test takers.

- **No Charge for Unused Tests:** Schools won't be charged test fees if they're unable to administer SAT School Day, PSAT8/9, or PSAT/NMSQT this fall. We understand the decision to test may not be made until closer to the administration dates; please adjust your test book volumes the best you can by the ordering deadlines (Tuesday, August 25 for September SAT School Day, and Wednesday, September 16 for October SAT School Day and all PSAT/NMSQT dates tests).

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Timeline for October 14th SAT with Essay

Activity	Date
Deadline to enter accommodations into SSD Online	August 25
Pre-ID labels arrive in schools	**UPDATE:** Week of September 7
Materials ordering deadline: Primary Test Day	September 16
Deadline to enter 50% Extended Time for EL students	September 16
Pre-administration materials arrive in schools	September 29 – October 1
Test materials should arrive in schools	October 7 - 12
Primary Test Day	**October 14**
Accommodated Test Window:	October 14 – October 27
Materials ordering window: Make-up day	October 14 – October 16
Make-up materials arrive in schools:	October 21 – October 26
Make-up Test Day*	**UPDATE: October 27**
Scores available to educators	Beginning November 6
Scores available to students	Beginning November 9

Preparing for the 2020-21 State Assessments

Participation in State Assessments

- Participation policy in *RISAP Test Coordinator Handbook* (page 15)

- Students will not "make-up" tests that were cancelled due to school closures due to COVID-19. Example:

If a student...	Grade level test student would have taken in 2019-20	Grade level test student will take in 2020-21
Advanced:	Grade 7 RICAS	Grade 8 RICAS & NGSA
Retained:	Grade 7 RICAS	Grade 7 RICAS

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State Assessment Training Calendar

- **Four-Part Test Coordinator Training:**
  1. Monthly Test Coordinator Webinars
  2. Accommodations Training Webinars
  3. Test-Specific Training:
     1. ACCESS for ELLs, Alternate ACCESS for ELLs
     2. DLM
     3. PSAT 10 and SAT
     4. NGSA
     5. RICAS
  4. Eligibility for DLM and One Percent Webinars, as applicable.

- **Training Calendar Resources:**
  - Main Training webpage:
    www.ride.ri.gov/assessment-training
    - Includes two calendars: PDF document of complete training calendar and Google calendar
    - Presentations, recordings of webinars, other documents/materials relevant to the presentation
  - Accommodations webpage:
    www.ride.ri.gov/accommodations
    - Registration for accommodations webinars
    - Presentations, recordings of webinars, other documents/materials relevant to the presentation
  - DLM webpage: www.ride.ri.gov/dlm
    - Eligibility for alternate assessment information, including presentations and forms
    - Link to information on the One Percent Rule

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Upcoming Webinars/Training: September/October

2020-21 Training Calendar (PDF) and at www.ride.ri.gov/assessment-training

- **September 8: ACCESS for ELLs** teacher training modules are available. Each educator who will administer any ACCESS for ELLs test is **required** to complete these modules before being allowed to administer the test.
- **September 16 (10 – 11:00AM):** Monthly Test Coordinator Webinar
- **September 17 or 24 (1 – 2:00PM):** Eligibility for the Alternate Assessments and the One Percent.
  - September 17 registration link
  - September 24 registration link
- **September 30:** DLM District Test Coordinator and Test Administrator training modules are available.
- **October 22:** Accommodations Webinar 1
- **October 29 (9:00 – Noon):** ACCESS for ELLs Test Coordinator Training.
  - Registration link TBA

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DLM: Kite Educator Portal Accounts

- **Kite Educator Portal Passwords:**
    - All passwords must be changed using the **FORGOT PASSWORD** link on the Educator Portal home page.
    - Use this time to create new accounts for teachers and to deactivate any accounts. *If you don't deactivate accounts, that person can still access student information.*
    - **Directions for editing and adding user accounts** to Kite Educator Portal are posted at www.ride.ri.gov/assessment-manuals

- **DLM Training:**
    - Required Training Document will be released soon.
    - **September 30:** Test Administrator Modules will be available for teachers. They MUST have a Kite Educator Portal account, and have it activated, before they can access the training modules.
    - Twenty-four hours after an Educator Portal account has been activated, access to the Moodle training site will be available.

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Assessment Data Systems

- Master Directory:
  - By **August 31**, please ensure accurate and up-to-date information for all fields in all LEA and school entries.
  - Each person should only be listed *once* per school/LEA entry, with *all* applicable Role(s) assigned to that one listing (please do not list someone multiple times).
  - Starting **September 1**, RIDE will use the "Role" assignments in the Master Directory to update our listservs (e.g., principals, district administration, data managers, district / school test coordinators, special education directors, MLL/EL directors).
  - If you/your data manager need assistance with updates, please contact the DATS Office at RIDE.

- Assessment Data Portal:
  - Update your bookmarks for the new version of the public RI Assessment Data Portal (ADP) at www.ride.ri.gov/RIADP
  - Confidential Assessment Data Portal (via RIDEmap) is closed until a new version is released this fall as part of a new Student Data Portal based on TCS linkages.

- RICAS: PAN updates in preparation for the new year (July 30 memo)

- State Assessment Data Processes are expected to stay the same as last year, will notify (memo, TC webpage) if anything changes.

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Updates/Reminders

Reminder: 2020 ACCESS & Alternate ACCESS Results

- **2020 ACCESS & Alternate ACCESS results available online in WIDA AMS**
  - https://www.wida-ams.us/default.aspx
- **2020 ACCESS & Alternate ACCESS results added to EL Census on June 1st.**
  - New report added to EL Census to facilitate LEAs' work in updating records.
  - The report will highlight all records of students in your LEA who are eligible for exit.

- **Update:** **Individual Score Reports** will be delivered to LEAs on **September 10.**
  - Individual Score Report policy *(Test Coordinator Handbook (page 11):*
    - One copy for the student's records
    - One copy to the student's family **within two months**.
    - One copy to outplacement schools, as applicable, **within two weeks**

Updated References

- ***POSTED:*** *ACCESS Accessibility and Accommodations Policies: 2020-21*
    - o October 29 (9 – Noon): ACCESS for ELLs Test Coordinator Training webinar.
- *RISAP Test Coordinator Handbook*
- *IEP Team Guidance Document for Determining Eligibility for Alternate Assessment* (and forms)
- *RISAP Training Calendar*

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Reminder: Return SAT materials from March/April, 2020

- **SAT School Day: Returning Test Books**
    1. Find the UPS return labels that were originally sent in the test shipment. They may have shifted to the bottom of the boxes.
    2. Pack test books in boxes they came in (include all purple, blue, and lime test books). Place UPS return labels on the outside of the boxes and remove all other shipping labels.
    3. Schedule a UPS pickup at ups.com or call 800-PICK-UPS (800-742-5877). Detailed instructions can be found at collegereadiness.collegeboard.org/pdf/sat-sd-ups-self-service-overview.pdf
    4. If you need additional test book return labels, contact RISchoolDay@collegeboard.org

- **Other Materials**
    - **Pre-ID labels and answer sheets:** securely destroy/shred
    - **Additional materials** (manuals, forms, student answer sheet instructions, envelopes, etc): discard.
    - **SAT Student Guides:** can be provided to students to use for practice, as desired or you may also discard them.

- **PSAT 10 Materials**
    - Return any PSAT10 test materials to College Board using the same safety guidelines and process.

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2020-2021 State Assessment Calendar

Test Window Opens	Test Window Closes	Test	Grades
January 4	February 12	ACCESS	K-12
January 4	February 12	Alternate ACCESS	1-12
January 25	*UPDATE: March 19*	NAEP (reading, math)	4, 8
April 5	May 21	DLM ELA, Math, Science	3-8, 11
March 29	April 30	RICAS ELA	3-8
April 26	May 28	RICAS Math	3-8
April 27	May 28	NGSA Science	5, 8, 11

Test Window	Make-Up Window	Test	Grades
April 13 - 15	April 27-29	SAT School Day (Digital)*	11
April 13 - 26	April 27-29	PSAT10 (Digital)*	10
April 13	April 27	SAT School Day (Paper)* homeschooled, out-of-state students	11

*All schools are expected to administer all state assessments as computer-based tests. The SAT School Day – Paper test window is only for homeschooled students and students who are enrolled in out-of-state schools. Any student requiring a paper-edition as an accommodation will test during the PSAT/SAT Accommodated Testing Window.

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Please note: during the current pandemic conditions, email is the fastest way to contact us

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